

PROCUREMENT MANAGEMENT STAFF, OL

WEEKLY REPORT

Week Ending 4 October 1988

1. Status of Tasks Assigned by Senior Management:

25X1 a. On 30 September, Chief, Procurement Management Staff (C/PMS), as part of the on-going Office of Logistics (OL) Visitations Program, met with administrative and logistical support personnel for the Office of Training and Education at the Chamber of Commerce Building. During their meeting a number of concerns arose most of which were resolved on the spot. Remaining issues were conveyed to the OL Executive Officer who indicated he would work on them. [redacted]

25X1 b. On 27 September, C/PMS discussed Agency Contract Review Board (ACRB) practices with the ACRB membership at its regularly scheduled meeting. As a result of this discussion, specific improvements to the ACRB process will be implemented effective with the next ACRB meeting scheduled for 11 October. [redacted] *What are they?*

25X1 c. During this past week materials in contract performance measurement were provided for the Procurement Executive and the Director of Logistics in support of a meeting with the Deputy Director for Administration and other Agency officers which took place on 30 September. [redacted]

25X1 d. [redacted] has been selected to be on the Comparative Evaluation Panel for MLS Career Service GS-12 panel. The panel will meet beginning 17 October through 31 October. [redacted]

2. Major Events That Have Occurred During the Preceding Week:

25X1 a. [redacted] briefed the Directorate of Science and Technology working group on: 1) CORE Team automation project and; 2) acquisition planning, especially with regard to the relationship of these two items to the Project Management Course. The working group has helped create improvements to the course. [redacted]

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25X1 b. Ms. Lori Bacher, Compusearch Corporation, visited
25X1 [redacted] in OL/PMS and installed Federal Acquisitions
25X1 Regulations Automated (FARA) software. She also provided initial
25X1 training to [redacted] The
25X1 FARA will be used for contract generation on the CORE Team
25X1 prototype, and will be used in PMS for maintenance of FAR, DFAR, and
25X1 Agency clauses. Additional training and software tailoring will
25X1 occur over the next few weeks. [redacted]

25X1 c. [redacted] discussed cooperative
25X1 arrangements whereby the CORE Team prototype effort can benefit from
25X1 existing software and experience on the Directorate of Intelligence
25X1 Team Local Area Network (LAN). We plan to transfer the appropriate
25X1 software and information to PMS and CORE Team LANs for adaption.
25X1 [redacted]

25X1 d. On 29 September 1988, [redacted] attended an OL Training
25X1 and Awards Panel meeting. [redacted]

25X1 e. [redacted] met with [redacted] an OL/Real Estate and
25X1 Construction Division architect, to discuss Office of Logistics,
25X1 Procurement Management Staff (OL/PMS) space requirements.
25X1 Accommodations must be made for new personnel and realignment of ADP
25X1 equipment. [redacted]

25X1 f. [redacted] prepared a novation statement and CONIF
25X1 search for Science Application International Corporation which
25X1 purchased M/A-COM Government Systems, Inc., and determined that four
25X1 Agency contracts were affected. [redacted]

25X1 g. [redacted] has researched and prepared an exemption
25X1 memorandum and statements for a PN 85 waiver for Household Data
25X1 Services. [redacted]

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25X1 h. [] has prepared a memorandum for the Director of
25X1 Logistics to General Counsel on IRS Regulation 6050M which requires
25X1 contract information reporting. []

25X1 i. [] met with representatives from Mead Data
25X1 Corporation to prepare for a data services contact. He has also
25X1 conducted a Lexus-Nexus search on Servicemaster Corporation and
25X1 wrote a memorandum on their marketing strategy. []

25X1 j. [] analysed and researched the contracting Out
25X1 Appeals Act S.2348 which may require the Agency to follow Office of
25X1 Management and Budget Circular A-76. []

25X1 k. [] is on annual leave for the period of 3 October
25X1 through 14 October 1988. []

3. Upcoming Events:

a. Agency Contracts Review Board is scheduled for 11 October.

4. Management Activities and Concerns:

25X1 []
25X1 b. [] has been selected for a Computer Support Assistant
25X1 position in PMS and [] has been selected for a
25X1 secretarial position with the Staff. They are both due to report in
25X1 early October. []

25X1 c. [] has released from OL/PMS thirty-six
25X1 training requests for the Director of Logistics' approval. The
25X1 total amount for the released requests for procurement training is
25X1 \$9,015.00. []

25X1 d. A total of 44 contract actions and 164 amendment actions
25X1 were input on the CONIF database during this reporting period. []